



Physician Assistant Studies Program

2019 Didactic Year Student Handbook



Greetings, Class of 2021!

We are honored to welcome you to the Dominican University Physician Assistant Studies (PAS) Program. It is with great anticipation that we welcome you to the program! Our admission decisions yielded a cohort of highly qualified individuals and we look forward to getting to know every one of you.

With an increasing demand for primary care medical providers in the U.S. and our focus on primary care, our graduates will contribute to the delivery of high-quality healthcare and disease prevention for the patients we serve. In our quest to develop an extraordinary PAS program, we are committed to educating students in a manner that will exceed expectations.

At the Dominican University PAS Program, you will learn to think critically, solve complex medical problems, and employ evidence-based medicine and critical decision making. You will learn to communicate effectively with other healthcare professionals and diverse patient populations. It is our intent to teach you to excel as clinicians and learn the science and art of medicine. Your role as a cohort allows us to work as a cohesive team! We are proud to share this incredible opportunity with you. Individually, and as a cohort you bring great credit to yourself, your families, and Dominican University. You will serve in the highest traditions of the PA profession. Best wishes, we look forward to welcoming you in person in January!

Sincerely,

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1. PAS Mission, Vision, and Goals

Our Mission

The mission of the Dominican University Physician Assistant Studies program is to produce graduate-level physician assistants to provide highly competent patient-centered and compassionate health care in collaboration with physicians. Our physician assistants will serve as an integral member of an inter-professional healthcare team. Our graduates will demonstrate leadership, service, and lifelong learning.

Our Vision

The Dominican University Physician Assistant Studies program will provide an innovative relationship-based curricular teaching and learning model including competency-based educational outcomes that challenge students and faculty to develop a healthcare learning community. Our graduates will transfer their healthcare knowledge to their patients and communities of service and our graduates will enhance the diversity of the PA profession.

Program Goals

1. Recruit highly qualified applicants that include under-represented minorities in healthcare and U.S. military veterans.
2. Develop, implement, and maintain a program whose focus is to graduate students with the knowledge, technical and professional skills for embarking on a Physician Assistant practice.
3. Prepare and graduate Physician Assistants as generalists with multi-potential medical skills needed in contemporary healthcare practice with a focus on primary care.
4. Emphasize the need for faculty, staff and students to become involved in professional and local community engagement activities.

2. Values of the Physician Assistant Profession

Dominican University (DU) Physician Assistant Studies (PAS) program adopts the fundamental values listed below as those that the DU PAS program strives to uphold. The following “Statement of Values” was drafted and adopted by the American Academy of Physician Assistants (AAPA).

- Physician assistants hold as their primary responsibility the health, safety, welfare, and dignity of all human beings
- Physician assistants uphold the tenets of patient autonomy, beneficence, non-maleficence, and justice
- Physician assistants recognize and promote the value of diversity
- Physician assistants treat equally all persons who seek their care
- Physician assistants hold in confidence the information shared in the course of practicing medicine
- Physician assistants assess their personal capabilities and limitations, striving always to improve their medical practice.
- Physician assistants actively seek to expand their knowledge and skills, keeping abreast of advances in medicine.
- Physician assistants work with other members of the health care team to provide compassionate and effective care of patients.
- Physician assistants use their knowledge and experience to contribute to an improved community.
- Physician assistants respect their professional relationship with physicians.
- Physician assistants share and expand knowledge within the profession.

3. Code of Conduct

As members of the DU PAS program we are entrusted with the care of human life. This great honor and privilege requires all members of this community to uphold truth and the values of the medical profession. The following CODE OF CONDUCT articulates the principles that we as members of this community will abide by. By adopting these principles into our personal and professional life, we will positively influence our community and the Dominican College of Health Science.

Honor and Integrity

- My interaction with my colleagues will be truthful, respecting and honoring their humanity.
- I will be humble in my interactions with my colleagues, patients, and all individuals as to not let pride get in the way of productive and meaningful dialogue.
- I will not give a false impression of medical skill or knowledge.
- I will accept responsibility for my actions without excuse.

Respect

- I will treat all people equally without regard to race, age, religious status, gender, sexual orientation, political ideology or socioeconomic or educational status
- I will collaborate with members of my educational community that promotes respect for one another in a setting that promotes teamwork

Professional Responsibility

- I commit myself to lifelong learning, recognizing that medicine requires such for the safety of my patients and education of my students
- I will be an advocate for my patients and my colleagues
- I will keep all identifying information about my patients in strictest confidence
- I will not engage in harmful relationships with my colleagues, patients or any members of the medical team.
- I recognize these relationship will distract, divide and confuse the mission of professional care for patients and delivery of medical education

Student Initials: _____

4. Dominican University Organizational Chart



5. Commitment to Nondiscrimination

Dominican University affirms the salutary role of diversity in enriching the learning experience for all and in preparing all members of the community for the multicultural world in which we live. The university recognizes that educational excellence requires a curriculum sensitive to the diversity of American society and a diverse student body, faculty and staff. It is, therefore, university policy that affirmative action is taken.

Dominican University does not discriminate on the basis of race, color, gender, religion, national or ethnic origin, disability, age, marital status or sexual orientation.

Dominican University does not discriminate on the basis of disability, in accordance with Section 504 of the Rehabilitation Act of 1973. Special parking facilities are marked and

reserved for persons with disabilities. All educational programs are made accessible and all scholarships are made available to persons with disabilities.

6. Technical Standards

The Dominican University Physician Assistant Program is a demanding and concentrated program that places specific requirements and demands on all students enrolled in the program. The minimum technical standards establish the essential qualities considered necessary for students admitted to this program to achieve the knowledge, skills, and competencies of an entry-level physician assistant. In the event an applicant is unable to fulfill these technical standards prior to or any time after admission, with or without reasonable accommodation, the student will not be allowed to enter or progress within the program. Candidates for admission and students within the Physician Assistant program must possess aptitude, ability, and skills as follows:

Communication

- Perceive nonverbal communication, speak intelligibly, hear sufficiently, and observe patients in order to elicit information
- Elicit and transmit patient information in oral and written English to members of the healthcare team
- Communicate effectively and sensitively with patient
- Demonstrate reading skills at a level sufficient to accomplish curricular requirements and provide clinical care for patients
- Be capable of completing appropriate medical records and documents in the written and electronic form in a thorough and timely manner

Student Functional Requirements

A candidate must be able to:

- Possess motor skills sufficient to directly perform palpation, percussion, auscultation, and other basic diagnostic procedures
- Execute motor movements required to provide basic medical care. Examples of basic medical care include but are not limited to: airway management, placement of catheters, phlebotomy, application of sufficient pressure to control bleeding, simple obstetrical maneuver, etc. (Such actions require coordination of gross and fine muscular movements, equilibrium, and functional use of the senses of touch and vision)
- Manipulate equipment and instruments to perform basic laboratory tests and procedures
- Transport themselves from one location to another in a timely fashion in order to facilitate patient care responsibilities and necessary to receive educational training

Intellectual-Conceptual, Integrative and Quantitative Abilities

Problem solving is the critical skill demanded of Physician Assistants. This requires that students have the ability to measure, calculate, reason, analyze, and synthesize. A candidate must be able to:

- Incorporate new information from peers, teachers, and the medical literature in formulating diagnoses and plans
- Independently access and interpret medical histories and files
- Identify significant findings from history, physical examination, and laboratory data
- Provide a reasoned explanation for likely diagnosis and prescribed medications and therapy
- Recall and retain information in an efficient and timely manner
- Assess and deliver the appropriate life-saving treatment if the student has a known severe allergic reaction(s)/anaphylaxis to environmental allergens, which include but are not limited to Latex, Tree-nuts, Peanuts etc.)

Behavior and Social Attributes

A candidate must be able to:

- Possess the ability to use their intellectual capacity, exercise good judgment, and promptly complete all responsibilities attendant to the diagnosis under potentially stressful and/or emergency circumstances
- Accept criticism and respond by appropriate modification of behaviors
- Develop mature, sensitive and effective relationships with patients and colleagues
- Have a high level of compassion for others with sufficient interpersonal skills to interact positively with people from all levels of society, all ethnic backgrounds, and all belief systems
- Adapt to changing environments and to learn in the face of uncertainties inherent in the practice of medicine
- Use supervision appropriately and act independently, when indicated
- Technological compensation can be made for some disabilities in certain areas, but a candidate should be able to perform in a reasonably independent manner.

7. Harassment Policy-One Process

Dominican University is committed to providing a safe and just campus, and to make that possible we developed One Process - a visible, transparent system for reporting, investigating and resolving reports of discrimination and sexual misconduct. If you have been the victim of discrimination or sexual misconduct, or have witnessed such incidents, please go to dom.ethicspoint.com and make a report, or contact Sheila Radford-Hill, Chief Diversity Officer and Title IX Coordinator; sradfordhill@dom.edu (708) 524-6381.

8. Accreditation

a. Accreditation Statement

The ARC-PA has granted [Accreditation-Provisional](#) status to the Dominican University Physician Assistant Program sponsored by Dominican University. Accreditation-Provisional is an accreditation status granted when the plans and resource allocation, if fully implemented as planned, of a proposed program that has not yet enrolled students appear to demonstrate the program's ability to meet the ARC-PA Standards or when a program holding Accreditation-Provisional status appears to demonstrate continued progress in complying with the Standards as it prepares for the graduation of the first class (cohort) of students. Accreditation-Provisional does not ensure any subsequent accreditation status. It is limited to no more than five years from matriculation of the first class. All students who matriculate into an ARC-PA program with status of Accreditation-Provisional and successfully complete the program will be allowed to sit for their PANCE exam.

b. NCCPA PANCE Results

The Dominican University Physician Assistant Studies program will graduate its founding class in December 2018 and these students will take the PANCE exam in the Spring Semester of 2019. Once available, PANCE scores of the first graduating cohort will be posted on www.dom.edu/pa.

9. Standards of Conduct

a. Student Role & Responsibilities in the Classroom and Clinical Sites

The primary role of the Physician Assistant (PA) in the program is that of 'learner'. Therefore, PA students are not allowed to work for or volunteer within the Dominican University PAS program:

- Students are not allowed to substitute for or function as instructional faculty (didactic or clinical). No student may be a course instructor of record for any component of the curriculum. Students are encouraged to share their expertise and prior knowledge to assist their fellow students' learning, but they are not required to do so.
- Students are not permitted to substitute for clinical or administrative staff during supervised clinical practice experiences (SCPEs). This will be communicated to clinical site preceptors.
- The PAS program must provide sites for all required and elective SCPEs for each PAS student. Students will not be required to solicit SCPE sites. A student may suggest a possible SCPE site for consideration of inclusion in the PAS program. These suggestions should be directed to the Director(s) of Clinical Education.

- Each PAS student must be readily identifiable at all times at SCPE sites and in places where other health professionals or patients may be encountered.
- The Dominican University (DU) PAS program approved nametag must be worn at all times at the SCPE sites and during patient encounters in the conduct of their training. The nametag must be clearly visible.
- When introducing oneself to another health care worker or a patient, the PAS student must clearly state that they are a 'Physician Assistant Student' and make every attempt to be sure they are understood.
- A student may not wear the DU PAS nametag in a setting (ie. outside employment) that is not directly related to their studies within DU PAS program or SCPE sites.

b. Academic Integrity Policy (Dominican University)

Students of the university must conduct themselves in accordance with the highest standards of academic honesty and integrity. Failure to maintain academic integrity will not be tolerated. The following definitions are provided for understanding and clarity.

Definitions of Plagiarism, Cheating and Academic Dishonesty

Student plagiarism is the presentation of the writing or thinking of another as the student's own. In written or oral work a student may make fair use of quotations, ideas, images, etc., that appear in others' work only if the student gives appropriate credit to the original authors, thinkers, owners or creators of that work. This includes material found on the internet and in electronic databases.

Cheating entails the use of unauthorized or prohibited aids in accomplishing assigned academic tasks. Obtaining unauthorized help on examinations, using prohibited notes on closed-note examinations, and depending on others for the writing of essays or the creation of other assigned work are all forms of cheating.

Students should be aware that it is never acceptable to present someone else's work as your own. Even in cases of open content, such as Wikipedia, and open source such as HTML source code for web design, you must always include attribution and cite your source if you use another person's intellectual product.

Academic dishonesty may also include other acts intended to misrepresent the authorship of academic work or to undermine the integrity of the classroom or of grades assigned for academic work. Deliberate acts threatening the integrity of library materials or the smooth operation of laboratories are among possible acts of academic dishonesty.

Students will provide citations, where applicable, using elements of style format MLA, APA, Chicago, Harvard, or Vancouver. This includes material found on the internet and in

electronic databases. The Dominican University Physician Assistant Studies Program faculty will exemplify this policy, as well.

Sanctions for Violations of Academic Integrity

Students caught plagiarizing, cheating or committing other acts of academic dishonesty will receive an automatic failure for the assignment, exam or paper. When a sanction has been imposed the instructor will inform the student, the PAS Chair of Student Progress Committee and the Dean of the College of Health Sciences in writing. The Dean and the Chair of the Student Progress Committee will note whether a student has a pattern of committing violations of the academic integrity policy over time and in such cases the Dean, in consultation with the PAS Program Director, may impose further sanctions including suspension or expulsion from the university. The instructor must also inform the student that she/he has the right to appeal this sanction and refer the student to the academic appeals process (see page 33).

c. Didactic Year Attendance Policy

The PAS program is a fast-paced, cumulative curriculum that necessitates mandatory attendance to ensure successful completion of the program. The purpose of this policy is to assure attendance, professionalism, communication and exemplary Physician Assistant Education. This policy includes both excused and unexcused absences.

- If the student is going to be absent due to illness or emergency, the student **must notify** the Program Director, Administrative Assistant, and all Course Directors via email for the day of absence. Simply notifying the above parties of an absence does not automatically mean that the absence is excused.
- Laboratory days missed may need to be repeated at the discretion of the Course Director.
- Unexcused absences will be taken into consideration in the professionalism grade for courses missed. Below are examples of excused and unexcused absences:
 - Excused Absences:
 - Student's own personal health condition
 - Immediate family death (parent, spouse, sibling, grandparent, child)
 - Approved Religious Holidays (see Religious Holiday Policy)
 - Unexcused Absences:
 - Car, traffic, or alarm clock issues
 - Travel arrangements
 - Childcare conflicts
 - Weddings
- Students are expected to attend all classes and labs, and take all examinations, quizzes, and lab practicals. These are **mandatory**. There will be **no** unexcused absences from these; an unexcused absence will result in a failure on the

assignment. In the event of an emergency, documentation must be provided to accompany the absence and to allow for retesting.

- It is the student's responsibility to contact Course Directors regarding missed work, assignments, labs, quizzes, or examinations.
- If the program becomes aware of any unannounced absence, this is considered a breach of professionalism and will result in review by the Program Director and the Student Progress Committee.
- Students are expected to attend all classes and labs, and take all examinations when given. These are mandatory.
- More than **three absences per year** will require a meeting with the Program Director.
- Attention to professionalism is one of the six NCCPA core competencies for Physician Assistant Students (See page 17) and will be reviewed at the end of each semester by the Student Progress Committee. Serious or repeated breaches of professional behavior will be referred to the Program Director for review and action, up to, and including dismissal from the program.

d. Religious Holiday Policy

Students are required to provide a written notice to the Program Director within the first two weeks of the start of the semester stating religious needs which will conflict with class or test days. The student will be given the opportunity to make up the examination, as long as the Program Director has been notified in advance and approves the absence(s).

e. Inclement Weather Policy

Dominican University offers an Emergency Notification system to give students warning of a campus closure: <http://duit.dom.edu/emergency-notification>

- All students must sign up for these notifications.

Please note that school closings will be made available by 6:30 AM or 3:30 PM through the following communications:

- AM radio 720 WGN
- Posted on www.dom.edu
- Email sent to DU accounts
- Texts to those enrolled
 - Check your status on myDU:
https://jicsweb1.dom.edu/ICS/Emergency_Notification.jnz

f. Leave of Absence Policy

A student may request a leave of absence (LOA) for significant events in writing with explanation as to reason and submit to the Program Director for review. The submission will be followed by in-person meeting with the Program Director, Chair of Student Progress Committee and their Faculty mentor to discuss the written request. Examples of requests for LOA include but are not limited to:

- Student/Family Member health issue
- Prolonged illness or death of a loved one
- Birth or adoption of a child
- Military Deployments

A student must be in good academic and professional standing to be considered for a LOA. All decisions are at the discretion of the Program Director on a case by case basis.

g. Jury Duty Policy

If a student receives a summons to jury duty they must do the following:

- Realize it is the student's responsibility to respond promptly to jury summons.
- Notify both the Program Director and Administrative Assistant ASAP when you receive a jury summons.
- The Circuit Court of Cook County (Chicago) does excuse students from jury duty if the following procedure is followed:
 - Call the Office of Jury Administration at 312-603-5879 immediately on receiving the summons.
 - Jury Administration will instruct you as to the specific documentation you will need to furnish them in order to be excused from or have your jury duty delayed. (Generally, you will need to send a copy of your student ID and a copy of your class schedule – but they must tell you what to furnish).
 - Jury Administration will furnish you with the mailing address or fax number where the required documents must be submitted. They will also give you a timeframe within which this must be completed.

If your summons is for jury duty outside Cook County jurisdiction, notify PAS program office administration immediately. The program office will provide a letter if needed to support your request for being excused from jury duty.

h. Student Employment Policy

- Physician Assistant Studies students may not work for or teach within the PAS program in any capacity – volunteer or paid positions. During Year 2, while on clinical rotations, students are not permitted to substitute for clinical or administrative staff.

- The PAS program is a rigorous academic and clinical program. It is expected that students will have a full-time commitment to their academic course of study.
- The Dominican University Physician Assistant Studies Program discourages students from holding outside employment while enrolled in the didactic or clinical years. In the case that a student finds it necessary to hold outside employment while taking courses or during clinical rotations, he or she should speak to his/her assigned faculty advisor and the Program Director. Expectations, assignments, and due dates are not changed for students who are employed.
- Didactic class and Clinical Rotation schedules will not be modified to accommodate any individual student's outside commitments.

i. Student Record and Portfolio Policy

- PAS student records and portfolio should (will) be maintained electronically and in hardcopy. The hardcopy records should (will) be maintained in locked cabinets in the PAS Program Office. Access to those records are on a "need to know basis" (e.g. the Program Director, Student Progress Chair, and the Administrative Assistant)
- Students in the PAS Program **will not** have access to the academic records or other confidential information of other students or faculty.
- Specific information contained in each student file will be as follows as appropriate to each individual student.
 - Student admission record (kept for 5 years)
 - Results of selection interviews (kept for 5 years)
 - Student performance in the program (kept permanently)
 - Evidence of graduation requirements met (kept permanently)
 - SCPE assignments (kept for 5 years)
 - Academic mentoring/advising records (kept for 5 years)
 - Disciplinary action records (kept permanently)
 - Remediation records (kept for 5 years)
 - Dismissal records (kept permanently)
 - Verification from Wellness Center that student has met TB testing and immunity by titer requirements (kept for 5 years)
 - Student Handbook Acknowledgment Form (kept for 5 years)
- Student health records are confidential. No PAS faculty or program staff will have access to student health records maintained in the Wellness Center without the expressed written authorization of the student.
- Information obtained for the purpose of and during the Criminal Background/Sex Offender (CBSO) and Urine Drug screen will be retained by the PAS program office

separate from other student educational and academic records. Confidentiality will be maintained consistent with The Family Educational Rights and Privacy Act of 1974 (FERPA) and any other appropriate guidelines. These records will be maintained permanently.

10. Transfer Credit or Credit for Experiential Learning

All courses within the curriculum are required. No transfer credit is accepted. No credit is granted for pre-admission experiential learning, prior coursework, degrees, certifications, or advanced training.

11. Professionalism

Dominican University PAS students are expected to conduct themselves in a professional manner in the classroom, at clinical sites, on campus and at all other times. Students are expected to arrive punctually, participate in all didactic activities and submit all assignments on time. Conventional wisdom is to plan to arrive 15 minutes early each day so unexpected delays such as weather or traffic are accounted for. Students are expected to interact with each other, faculty, staff and patients and their families in a manner that reflects the Dominican University values of integrity, fairness, respect, community, responsibility and truthfulness.

Student professionalism is one of the six NCCPA core competencies for Physician Assistant Students (See page 17) and will be assessed and graded in both the clinical and didactic year and at the end of each semester by the Student Progress committee. Serious or repeated breaches of professional behavior will be referred to the Program Director for review and action, up to, and including dismissal from the program.

12. Criminal Background (CBSO) Check and Urine Drug Screen Policy

PAS program requires a Criminal Background/Sex Offender (CBSO) check of each student prior to matriculation into the program. Accepted students will be given instructions for completing the Criminal Background/Sex Offender check with a finger printing process through *Accurate Biometrics*. The CBSO must be repeated prior to the start of the clinical year (Year 2) of the program. All CBSO checks are done at the expense of the student.

Urine Drug Screen testing is required prior to enrolling in classes in the program. The initial urine drug test will be completed by *Certified Background* prior to matriculation. An additional urine drug test through *Certified Background* will also be required prior to participation in clinical rotations (Year 2). All Urine-Drug Screen testing is done at the expense of the student.

Information obtained for the purpose of and during the CBSO and Urine Drug Screen will be retained by the PAS program office separate from other student educational and academic records. Confidentiality will be maintained consistent with FERPA and any other appropriate guidelines.

Grievous report in criminal background check or a positive Urine Drug Screen for non-prescribed drugs may be grounds for withdrawing the offer of admission or dismissal from the program.

A physician assistant must also exhibit exemplary personal and professional behavior. This includes, but is not limited to, honesty, integrity, and respect for others. Should faculty, staff, or peers note concerning professional behavior, a behavioral alert may be submitted to the Division of Student Success and Engagement. This may result in a recommendation which could include a randomized Urine Drug screening.

13. Dress Code

- Dominican University (DU) PAS program students are expected to be well groomed and appropriately dressed in a manner consistent with the responsibilities of the PA profession and one that reflects positively on DU. The dress code applies to all PAS program activities in the didactic and clinical phases of the program.
- Classroom dress - clothing may be casual and comfortable but **should not include** the following: plunging neckline, midriff exposure, short shorts or miniskirts, prominent slogans or images on attire that are offensive, or clothing with holes and/or rips. Professional attire may be required for certain classes and this will be clearly communicated by the course instructor in advance.
- Professional Attire – Professional attire is mandatory for DU PAS program students in any setting where they will have contact with patients (simulated or encountered in the clinical setting). Professional dress includes a **clean pressed short white lab coat** and the DU PAS program nametag and patch clearly visible. In addition, male students are to wear dress slacks, a long sleeved, pressed dress shirt, and dress shoes with dress socks. Female students (in addition to the lab coat requirement) will wear a dress of appropriate length or slack/skirt and a blouse and dress shoes (no open-toe shoes).
- All students must conceal any visible tattoos. Jewelry should be minimal and earrings are limited to 2 earrings per ear. Facial or visible body jewelry are not permitted in classrooms or clinical settings. Students should have short, clean nails (no artificial nails of any kind) and have clean, neat hair. Male beards should be short and well-kept.
- Student use of perfume, or other potent fragrances/aftershave, is not permitted in the PAS classroom setting, during clinical rotations, or any setting where patients are encountered.

14. Communication/ Electronic/ Social Media/ Cell Phone Policy

- All electronic communication with the Dominican University (DU) Physician Assistant Studies (PAS) program will be done utilizing the university email account provided to each enrolled student.
- Students are expected to check their Dominican email and Canvas notifications on a daily basis (M-F) and respond in a timely manner to all communication from DU PAS faculty and staff.
- Social media is meant to include all electronic-based technologies such as, but not limited to, Facebook, Twitter, texts and email. While using these technologies, PAS students are expected to maintain the highest standard of conduct and professionalism required by the PA profession.
- When using electronic-based technologies, PAS students must not share identifiable information about patients, other PAS students, program faculty and/or staff, or clinical site personnel without expressed permission from the individual.
- PAS students must not share pictures that include patients, other PAS students, program faculty and/or staff, or clinical site personnel without expressed permission from the individual.
- Each PAS student must take responsibility and use good professional judgment as it relates to social media. Inappropriate, threatening or harassing communication is strictly prohibited and may result in reporting to the Program Director, DU Dean of Students, campus security, local police authority and/or dismissal from the program. See Harassment Policy on page 6.
- Students in lecture or laboratory should put their cell phones on silent mode and put away during class time. Course instructors have discretion to prohibit cell phones if interfering with the classroom learning environment. Use of cell phones in patient care areas is strictly prohibited.

15. Academic Standards

a. NCCPA Core Competencies

Adopted by ARC-PA, NCCPA (2012) and PAEA (2013)

<https://www.nccpa.net/Uploads/docs/PACompetencies.pdf>

Medical Knowledge

Medical knowledge includes the synthesis of pathophysiology, patient presentation, differential diagnosis, patient management, surgical principles, health promotion, and disease prevention. Physician assistants must demonstrate core knowledge about established and evolving biomedical and clinical sciences and the application of this knowledge to patient care in their area of practice. In addition, physician assistants are expected to demonstrate an investigative and analytic thinking approach to clinical situations. Physician assistants are expected to understand, evaluate, and apply the following to clinical scenarios:

- Evidence-based medicine
- Scientific principles related to patient care
- Etiologies, risk factors, underlying pathologic process, and epidemiology for medical conditions
- Signs and symptoms of medical and surgical conditions
- Appropriate diagnostic studies
- Management of general medical and surgical conditions to include pharmacologic and
- Other treatment modalities
- Interventions for prevention of disease and health promotion/maintenance
- Screening methods to detect conditions in an asymptomatic individual
- History and physical findings and diagnostic studies to formulate differential diagnoses

Interpersonal and Communication Skills

Interpersonal and communication skills encompass the verbal, nonverbal, written, and electronic exchange of information. Physician assistants must demonstrate interpersonal and communication skills that result in effective information exchange with patients, patients' families, physicians, professional associates, and other individuals within the health care system. Physician assistants are expected to:

- Create and sustain a therapeutic and ethically sound relationship with patients
- Use effective communication skills to elicit and provide information
- Adapt communication style and messages to the context of the interaction

- Work effectively with physicians and other health care professionals as a member or leader of a health care team or other professional group
- Demonstrate emotional resilience and stability, adaptability, flexibility, and tolerance of ambiguity and anxiety
- Accurately and adequately document information regarding care for medical, legal, quality, and financial purposes

Patient Care

Patient care includes patient- and setting-specific assessment, evaluation, and management. Physician assistants must demonstrate care that is effective, safe, high quality, and equitable. Physician assistants are expected to:

- Work effectively with physicians and other health care professionals to provide patient centered care
- Demonstrate compassionate and respectful behaviors when interacting with patients and their families
- Obtain essential and accurate information about their patients
- Make decisions about diagnostic and therapeutic interventions based on patient information and preferences, current scientific evidence, and informed clinical judgment
- Develop and implement patient management plans
- Counsel and educate patients and their families
- Perform medical and surgical procedures essential to their area of practice
- Provide health care services and education aimed at disease prevention and health maintenance
- Use information technology to support patient care decisions and patient education

Professionalism

Professionalism is the expression of positive values and ideals as care is delivered. Foremost, it involves prioritizing the interests of those being served above one's own. Physician assistants must acknowledge their professional and personal limitations. Professionalism also requires that PAs practice without impairment from substance abuse, cognitive deficiency or mental illness. Physician assistants must demonstrate a high level of responsibility, ethical practice, sensitivity to a diverse patient population, and adherence to legal and regulatory requirements. Physician assistants are expected to demonstrate:

- Understanding of legal and regulatory requirements, as well as the appropriate role of the physician assistant
- Professional relationships with physician supervisors and other health care providers respect, compassion, and integrity
- Accountability to patients, society, and the profession

- Commitment to excellence and on-going professional development
- Commitment to ethical principles pertaining to provision or withholding of clinical care, confidentiality of patient information, informed consent, and business practices
- Sensitivity and responsiveness to patients' culture, age, gender, and abilities
- Self-reflection, critical curiosity, and initiative
- Healthy behaviors and life balance
- Commitment to the education of students and other health care professionals

Practice-based Learning and Improvement

Practice-based learning and improvement includes the processes through which physician assistants engage in critical analysis of their own practice experience, the medical literature, and other information resources for the purposes of self- and practice-improvement. Physician assistants must be able to assess, evaluate, and improve their patient care practices. Physician assistants are expected to:

- Analyze practice experience and perform practice-based improvement activities using a systematic methodology in concert with other members of the health care delivery team
- Locate, appraise, and integrate evidence from scientific studies related to their patients' health
- Apply knowledge of study designs and statistical methods to the appraisal of clinical literature and other information on diagnostic and therapeutic effectiveness
- Utilize information technology to manage information, access medical information, and support their own education
- Recognize and appropriately address personal biases, gaps in medical knowledge, and physical limitations in themselves and others

Systems-based Practice

Systems-based practice encompasses the societal, organizational, and economic environments in which health care is delivered. Physician assistants must demonstrate an awareness of and responsiveness to the larger system of health care to provide patient care that balances quality and cost, while maintaining the primacy of the individual patient. PAs should work to improve the health care system of which their practices are a part.

Physician assistants are expected to:

- Effectively interact with different types of medical practice and delivery systems
- Understand the funding sources and payment systems that provide coverage for patient care and use the systems effectively
- Practice cost-effective health care and resource allocation that does not compromise quality of care

- Advocate for quality patient care and assist patients in dealing with system complexities
- Partner with supervising physicians, health care managers, and other health care providers to assess, coordinate, and improve the delivery and effectiveness of health care and patient outcomes
- Accept responsibility for promoting a safe environment for patient care and recognizing and correcting systems-based factors that negatively impact patient care
- Apply medical information and clinical data systems to provide effective, efficient patient care
- Recognize and appropriately address system biases that contribute to health care disparities
- Apply the concepts of population health to patient care

16. Student Learning Outcomes

Dominican University Physician Assistant graduates will demonstrate the professional and technical skills, by mastery of the following learning performance outcomes:

1. Perform focused and comprehensive contextual patient narratives in the medical, surgical, social, functional and pharmacological domains.
2. Perform a comprehensive systems review, and perform a comprehensive general or system focused physical examination on given patient across the life span.
3. Formulate a differential diagnosis based on the patient history and physical examination and recommend diagnostic studies in the context of insurance plan coverage, best practices and cost.
4. Emergently diagnose potentially life- or function-threatening medical and behavioral problems encountered in primary care practice.
5. Develop implement and monitor management plans and goals across the spectrum including emergent, acute, chronic conditions.
6. Collaborate with the implementation and pharmacological and non-pharmacological approaches including counseling, therapeutic modalities, and rehabilitation.
7. Accurately and concisely communicate patient findings in written electronic medical records and orally to all members of the health care team.
8. Demonstrate empathy to the emotional, cultural and socioeconomic aspects of the patient, the patient's condition, and the patient's family or significant others.
9. Use active listening skills to accurately obtain, interpret and utilize the patient historical and subjective narrative to develop a patient-centered management plan.
10. Advocate for and support patients in access to quality care in complex health care delivery systems.

11. Professional behavior must comport with the highest ethical and legal standards in all encounters with patients and members of the medical team.
12. Recognize professional limitations, in consulting with other health care providers and directing patients to appropriate community resources.
13. Critically evaluate the medical literature to use current practice guidelines and apply the principles of evidence-based medicine to patient care.
Possess the technical and professional skills to perform procedures common to primary care including but not limited to; collection and performance of non-interventional diagnostic procedures to include the collection of specimens for analysis to support diagnosis. Diagnose and treat minor wounds, change wound/burn dressings, perform venipuncture to obtain blood specimen processing for white blood cell, hematocrit, and hemoglobin. Evaluate EKGs, pulmonary function tests, chest and skeletal X-rays, IVs, splinting and casting, joint aspiration, and laceration repair.

17. Program Technical Skills

Perform the following medical procedures with proper supervision:

1. Perform a pelvic exam including proper speculum, PAP smear and culture technique
2. Demonstrate digital rectal exam and the ability to test stool for occult blood using guaiac cards
3. Demonstrate proper breast exam technique and the ability to instruct the patient regarding regular monthly self-breast exam
4. Demonstrate proper testicular exam technique and the ability to instruct the patient regarding regular monthly self-testicular exam
5. Test visual acuity using a Snellen chart
6. Perform a venipuncture
7. Perform an arterial puncture
8. Start an IV
9. Obtain stool, urine, sputum, throat or wound drainage specimen for culture
10. Perform a gram stain and interpret smear
11. Perform injections including subcutaneous, intradermal, intravenous and intramuscular
12. Interpret intradermal skin test
13. Insert a nasogastric tube
14. Obtain and interpret an electrocardiogram
15. Perform and analyze spirometry readings
16. Demonstrate proper technique for a lumbar puncture
17. Perform a chemical and microscopic urinalysis
18. Insert and remove a Foley catheter
19. Demonstrate proper technique for a thoracentesis

20. Demonstrate proper technique for a paracentesis
21. Demonstrate the ability to utilize OSHA recommended Universal Precaution
22. Demonstrate the ability to use aseptic technique and the ability to establish a sterile field for non-complicated wounds
23. Demonstrate proper wound care including skin closure using various suturing techniques
24. Apply casts and splints using proper materials and techniques
25. Demonstrate the ability to determine when supplemental oxygen is required by a patient and the factors which must be considered when determining the best delivery method and rate of flow
26. Demonstrate competency in the interpretation of plain radiographs of the chest, abdomen, spine and extremities

18. Curriculum

a. Didactic Year Calendar

Program Year 1: Jan 2019 – Dec 2019

Spring Semester (2019)

Jan 7 -	PA Orientation Day (8:30 AM – 4:30 PM)
Jan 7 -	University-Wide Graduate Orientation (5:00 PM – 7:00 PM)
Jan 8 -	White Coat Fitting
Jan 21 -	Martin Luther King, Jr Day - No classes
Mar 4 - 8-	Mid-Semester Vacation
Apr 18 -	Last Day of Class – Spring Semester
Apr 19 - 21-	Easter Vacation
Apr 22-26-	Finals

Apr 29 – May 3 - Break Between Semesters (1 week)

Summer Semester (2019)

May 6-	Classes Begin
May 27-	Memorial Day - No Classes
July 4 (Thurs) -	Independence Day - No Classes
Aug 9 -	Last Day of Class – Summer Semester
Aug 12-16-	Finals

Aug 19-Aug 23 - Break Between Semesters (1 week)

Fall Semester (2019)

Aug 26-30	Classes begin, Simulation Boot Camp
Sep 2-	Labor Day – No Classes
Sep 24 (Tues) -	Caritas & Veritas Day – Classes Suspended
Nov 26 -	Last Day of Class – Fall Semester
Nov 27-Dec 1-	Thanksgiving Vacation
Dec 2 - 6-	Finals

Dec 9 - Jan 6, 2020 - Break between Year I & II (3 weeks)

*Dates may be changed as needed at the direction of the University or Program Director

b. Curriculum Map

SPRING					SUMMER				FALL			
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Didactic Year 1 - 59 Credits	PA Professional Development I PAS 501 1 Credit				PA Professional Development II PAS 502 1 Credit				PA Professional Development III PAS 503 1 Credit			
	Patient Assess. & Counseling I PAS 511 2 Credits				Patient Assess. & Counseling II PAS 512 2 Credits				Patient Assess. & Counseling III PAS 513 2 Credits			
	Anatomy & Physiology I PAS 515 5 Credits				Anatomy & Physiology II PAS 516 2 Credits				Anatomy & Physiology III PAS 517 2 Credits			
	Clinical Medicine I PAS 521 5 Credits				Clinical Medicine II PAS 521 5 Credits		Clinical Medicine III PAS 524 5 Credits		Clinical Medicine IV PAS 526 5 Credits		Clinical Medicine V PAS 527 5 Credits	
	Diagnostic Methods I PAS 531 1 Credits				Diagnostic Methods II PAS 532 2 Credits				Diagnostic Methods III PAS 533 2 Credits			
	Pharmacology I PAS 541 2 Credits				Pharmacology II PAS 542 2 Credits				Pharmacology III PAS 543 2 Credits			
	The Science of Medicine PAS 505 2 Credits				Evidence Based Medicine I PAS 525 2 Credits				Medical Spanish PAS 560 1 Credit			
Clinical Year 2 – 47 Credits	Bridge Course (2) PAS 600	Emergency Medicine (4) PAS 610	Internal Medicine (4) PAS 615	OB - Gyn. (4) PAS 620	Pediatrics (4) PAS 625	Family Medicine (4) PAS 630	Behavioral Medicine (4) PAS 635	General Surgery (4) PAS 640	Primary Care Selective (4) PAS 645	Elective (4) PAS 650	Elective (4) PAS 655	Senior Seminar (2) PAS 660
Evidence Based Medicine II PAS – 665 1 Credit					Evidence Based Medicine III PAS – 666 1 Credit				Evidence Based Medicine IV PAS – 667 1 Credit			

c. Program Curriculum

The PAS program is a 24-month, 106 semester credit hour, and course of study which will result in a Master of Medical Science in Physician Assistant Studies degree.

Program Year 1, Didactic Year: January 2019 – December 2019

Spring Semester – 18 Credits

Course Number	Course Name	Credit Hours
PAS 501	Professional Development I	1
PAS 505	The Science of Medicine	2
PAS 511	Patient Assessment/Counseling I	2
PAS 515	Anatomy & Physiology I	5
PAS 521	Clinical Medicine I	5
PAS 531	Diagnostic Methods I	1
PAS 541	Pharmacology I	2

Summer Semester – 21 Credits

Course Number	Course Name	Credit Hours
PAS 502	PA Professional Development II	1
PAS 512	Patient Assessment/Counseling II	2
PAS 516	Anatomy & Physiology II	2
PAS 522	Clinical Medicine II	5
PAS 524	Clinical Medicine III	5
PAS 525	Evidence Based Medicine I	2
PAS 532	Diagnostic Methods II	2
PAS 542	Pharmacology II	2

Fall Semester – 20 Credits

Course Number	Course Name	Credit Hours
PAS 503	PA Professional Development III	1
PAS 513	Patient Assessment/Counseling III	2
PAS 517	Anatomy & Physiology III	2
PAS 526	Clinical Medicine IV	5
PAS 527	Clinical Medicine V	5
PAS 533	Diagnostic Methods III	2
PAS 543	Pharmacology III	2
PAS 560	Medical Spanish	1

Total Credits for Year 1 (Didactic Year) = 59

Program Year 2, Clinical Year: January 2020 – December 2020

Note: The order of clinical rotations will vary among students

Spring, Summer, and Fall Semesters

Course Number	Course Name	Credit Hours
PAS 600	Bridge Course	2
PAS 610	Emergency Medicine	4
PAS 615	Internal Medicine	4
PAS 620	OB/GYN	4
PAS 625	Pediatrics	4
PAS 630	Family Medicine	4
PAS 635	Behavioral Medicine	4
PAS 640	General Surgery	4
PAS 645	Primary Care Selective	4
PAS 650	Elective #1	4
PAS 655	Elective #2	4
PAS 660	Senior Seminar	2
PAS 665	Evidence Based Medicine II	1
PAS 666	Evidence Based Medicine III	1
PAS 667	Evidence Based Medicine IV	1

Total Credits for Year 2 (Clinical Year) = 47

Total Credits for the PAS Studies Program = 106

d. Faculty Advising and Mentoring Policy

- Each DU PAS student will be assigned an advisor/mentor from within the ranks of the program (Program Director, Medical Director, Principal Faculty, and Instructional Faculty).
- The student will meet with their advisor/mentor individually as needed but not less frequently than once each semester. In addition, group mentoring sessions may take place once per semester based on availability and student need.
- In addition to academic counsel, general discussions related to attainment of professional goals.
- Mentoring sessions may include discussion of general student well-being. The advisor/mentor can refer students in need psychological services to professional counseling to address personal issues. These confidential services are provided by the campus Wellness Center.
- Faculty mentoring meetings will be documented and maintained in the student's portfolio.
- During these meetings, the "Student Reflections" (on Canvas) may discussed, as well as testing outcomes, and kept within the student's electronic portfolio.
- The Portfolio will comprise the following objective and subjective data which will be accessible to both student and mentor and will contain the following data:

Year One	Year Two
Quizzes, Tests, OSCEs	Quizzes, tests, OSCEs, End of Rotation (EOR) Exams, Summative Exam, PACKRAT Exam
"Student Reflection" (on Canvas) - curricular reflections & pre-mentor meeting self-assessments	Preceptor evaluations
Individualized Learning Plan (ILP) as necessary	Peer-to- Peer Evaluations
	Individualized Learning Plan (ILP) as necessary

- During the second year, these meetings will be completed during Return to Campus (RTC) Days to review student progress and to discuss the progress on the Masters Project (EBM II-IV).

e. Grading Policy

Didactic Grading Scale

- 89.50% – 100 % - A
- 79.50% – 89.49 % -B
- 69.50% - 79.49 % -C
- < 69.50 % - Fail

Final semester grade of less than 69.50% results in course failure and must be followed by remediation.

Clinical Grading Scale

- 70% – 100 % - P (Pass)
- < 70 % -NP (Non-Pass)

Additional information regarding evaluation mechanisms for the clinical year will be delineated in the PAS Student Handbook.

f. Examination/Testing Policy

During an examination/quiz:

- A proctor from the PAS faculty or staff must be present.
- Students must be in their seats and logged on to their computers (as required) at least 10 minutes prior to any examination or quiz.
- Phones must be turned off and stored where designated by faculty.
- All personal items, including food and beverages, must be removed from desktops.
- Backpacks and coats must be stored in the Multipurpose Room or locker.
- Breaks are discouraged during the testing period. If a break must be taken, the exam must be given to the proctor.
 - Only one person may leave the classroom at any given time
 - No more than 10 minutes will be given
 - The length of the exam will not be extended
- Student owned laptops must be brought to class fully charged on electronic testing days.
- No questions may be asked during the exam (other than those related to technical difficulties)
 - Students may use faculty provided scratch paper only. All scratch paper must be turned in to the proctor at the end of the testing period.

g. Testing Accommodations

Testing accommodations for students are handled through the Dean of Students' Disability Support Services. All of the necessary approval forms can be found on their page at: <https://jicsweb1.dom.edu/ICS/Campus Life/Dean of Students Office/Disability Support Services.jnz>

Any additional information can be obtained by emailing dss@dom.edu or visiting their office in Parmer 010-C.

NCCPA Special Accommodations: <http://www.nccpa.net/specialaccommodations>

ILAO Disability Information: <https://www.illinoislegalaid.org/legal-information/who-has-disability-under-ada>

19. Satisfactory Performance and Progress

a. Academic Progression Policy

- PAS program is a rigorous program of study with each semester building upon the last. Therefore, all student must successfully complete the Didactic courses of one semester before moving onto the next semester.
- Student Progress Committee will review each student's academic progress at the conclusion of each semester to ensure compliance.
- The Student Progress Committee will review student professionalism each semester and good standing in this core competency will be required for progression.
- Satisfactory academic performance will be judged by the following:
 - Obtaining a passing grade in all courses
 - Maintaining a cumulative GPA of 3.0 or higher
 - Demonstrating clinical competence in all 6 NCCPA core competences commensurate to level of training
- At the conclusion of each semester, the PAS student must have maintained an overall 3.0 GPA for the semester and received no more than one 'C' during that semester in order to progress to the next semester.
- Advancement to the clinical year will be recommended by the Student Progress Committee when:
 - All didactic coursework should be "C" or above, maximum 1 "C" per semester.
 - Didactic cumulative GPA 3.0 or higher
 - Student health clearance and insurance verified
 - HIPAA training completed
 - Drug screen and Criminal Background Check clearance
 - Successful completion BLS, ACLS and Bridge Course
- During the Clinical Year, the student must receive a passing evaluation.

A grade of Non-Pass (unsatisfactory) requires a Remediation Plan as described in the Remediation Policy.

- During the Clinical Year the Directors of Clinical Education will review the clinical student's progress monthly. Any concerns will be discussed with the Student Progress Committee.
- Student Progress committee will follow all remediation actions/plans to ensure compliance and student forward progress.

b. Identification of Academic Difficulties

Dominican University PAS program has a robust process in place to identify struggling learners using a public health model of both primary and secondary prevention. Our aim is to prevent academic difficulties before they occur through a commitment to excellence in faculty teaching and student learning (primary intervention). Surveillance of student progress to mitigate difficulties that arise (secondary prevention) includes but is not limited to:

- "Student Reflection" (on Canvas) curricular reflections
- Monthly Student Progress Committee (SPC) meetings
- Faculty-student mentoring meetings and portfolio reviews

Academic difficulties will require notification of both student, mentor and Student Progress Committee (SPC) Chair within 48 hours of their identification. After notification of academic difficulty, the student will meet with the Course Director where the remediation plan will be outlined and agreed upon. Both student and Course Director will then submitted the appropriate electronic paperwork on Canvas regarding remediation plan (Course Director) and acknowledgement of such (student). This submission requires the proposal to the approval of the SPC committee. The remediation plan will be discussed at the monthly SPC committee meeting. Depending on the academic difficulty, an emergency SPC meeting may be called and student may be asked to attend. Examples of academic difficulties include:

- Near miss on a test (70-72%)
- Recurrent exam failures in once class
- Failure to achieve "C" or higher on a test/in a course
- Failure to maintain a GPA 3.0 or higher
- Failure to meet attendance requirements
- Failure to demonstrate clinical competency in NCCPA core areas
- Improprieties in academic integrity
- Failure of a clinical rotation, OSCEs, End of Rotation ("EOR") Exams or Summative Exam

20. Student Evaluation and Remediation

a. Remediation

Remediation of didactic work or clinical rotations will be accomplished by the student and monitored by the course instructor/clinical preceptor/faculty advisor and the Student Progress committee.

- Failed test: A test grade < 70% will result in the course instructor notifying the student, the student's advisor and the Student Progress Committee Chair. A remediation plan will be agreed upon and the student will retest within a maximum of 14 days of the failed test. A test may only be retaken once, for a maximum score of 70% to be recorded in the grade book. If the student fails the retest, the failing grades will be averaged into the final course grade. Failure of a test for a second time, as well as multiple exam failures in one course, results in an Academic Probation Plan and monitoring closely by the Student Progress Committee.
- Failed course: A final course grade of < 70% will result in notification of the student, the student's advisor and the Student Progress Committee Chair. Together, they will create a remediation plan. The remediation plan will be completed within 14 days. If successful, the student will progress to the next semester, though remain on Academic Probation and be reviewed closely by the Student Progress committee. If the course is not successfully remediated, the student will be dismissed from the program.
- Failed Clinical Rotation: Failure of a clinical rotation will result in a remediation plan being devised by the student, Faculty Mentor, Director of Clinical Education (DCE), Chair of the SPC Committee and the Program Director. The remediation plan may involve repeating the entire month-long failed clinical rotation. The failed rotation and remediation plan must be successfully completed in order for the student to graduate. This may necessitate a later graduation date for the student.

b. Academic Probation

The goal of our relationship-based learning model is to do all we can to make sure our students succeed. A decision to place a student on Academic Probation is recommended by the Student Progress Committee to the Program Director with the spirit of doing all we can to encourage academic success. This decision will be based on the following:

1. Multiple failed exams (<70) in a course
2. Course Failure
3. Inability to remediate a failed exam

The student will be alerted by the Program Director of this decision in writing, and will be required to meet in person within 7 days of notice with the Program Director, Faculty Mentor and Chair/Members of the Student Progress Committee. At this meeting, mutual

goal setting will occur with all members involved. Electronic documentation of the terms of Academic Probation will be submitted to the Canvas Mentoring Course by the Program Director and student independently. The Student Progress Committee will review this documentation and make sure that both parties are in agreement. If this is found to not be the case, a second meeting will be held with the above parties to make sure the student completely understands the seriousness of this academic distinction and a second submission will be required. Once all parties agree, a tertiary prevention model ensues of frequent academic surveillance and focused faculty tutoring to help the student succeed. While on Academic Probation, the student will meet weekly with the prescribed tutor and grades will be monitored closely by the Student Progress Committee. A mid-semester meeting may be held with the student, faculty mentor, Program Director and Chair of the Student Progress Committee to assess competency and goal achievement. Students will be notified in writing at the conclusion of the semester if the terms of the Academic Probation have been met. Should the student be unable to meet the agreed upon remediation goals, the student will be dismissed from the program.

c. Deceleration Due to Academic Difficulty

Deceleration is not possible within the PAS program. The program is full time and builds sequentially by semester. If a student fails one course in a semester and is not able to successfully remediate the course, the student will be dismissed from the PAS program. The student may reapply for admission to the program in the next year and, if readmitted, will be required to repeat the entire program with his/her new class.

d. Withdrawal

Should a student in satisfactory academic and professional standing wish to voluntarily withdraw from the PAS Program:

- It is initially recommended that the student meet with their program advisor/mentor and Chair of the Student Progress Committee to discuss their situation and possible solutions/alternatives to include, but not limited to, Leave of Absence (LOA) application.
- Should the student wish to continue with withdrawal from the PAS program, he/she must meet with the Program Director to discuss this voluntary withdrawal action.
- Following this meeting, if the withdrawal is to proceed, the Program Director will have the student complete the Registrar's required withdrawal paperwork.
- In addition – it is the student's responsibility to notify the Dominican financial aid office as well as the Dominican Bursar's office to settle any outstanding financial obligations.
- Withdrawal will not be considered final until all of the above steps are completed.
- Should the student at a later date wish to return to the PAS program after voluntary withdrawal, they will be required to reapply through CASPA. If admitted to a new

cohort, the student will not receive any credit for prior PAS course work and must complete the entire program (24 months) with the new cohort.

e. Dismissal

Dismissal from the PAS program will be an action recommended by the Student Progress Committee and initiated by the Program Director for grievous situations as follows, but not limited to:

- Failure to successfully remediate an academic course grade of < 70 in a semester
- Failure (grade < 70%) of an academic course in a semester after remediation attempt
- Failure to maintain a GPA of 3.0 (with only one course grade 'C') at the end of each semester.
- Failure to pass a clinical rotation for the second time, which is a part of a remediation plan
- Non-Passing grade in two clinical rotations
- Severe breaches of and/or persistent unprofessional behavior

Dismissal letter will be forwarded to the Office of the Provost who will review and return to Program Director for action. Letter of Dismissal will be personally given to student by the Program Director. If this is not possible, the letter will be sent to the student's address of record.

f. Student Appeals

Students have the right to appeal all SPC committee decisions which includes, but are not limited to, dismissal from the program. An appeal request should be submitted to the Program Director and Dean of the College of Health Sciences in writing within 7 days of the SPC committee decision. The student may be asked to attend the appeal meeting in person.

21. Clinical Year Policies

Below is a brief summary of policies pertaining to the Clinical Year. Please see separate Clinical Year Student Handbook for a more comprehensive guide to the clinical portion of the PAS Program.

a. Preceptor/Clinical Site

The Director of Clinical Education (DCE) will be responsible for assigning all Supervised Clinical Practice Experiences (SCPE). A tentative schedule will be given to each student at the start of the second year of the PAS program. Each SCPE will be four weeks long. Required core rotations include: Emergency Medicine, Internal Medicine, Women's Health, Pediatrics, Family Medicine, Behavioral Medicine, General Surgery, and a Primary Care Selective. In addition, each student will complete two elective rotations (rotations will be

provided by the program). Students may request specific electives but the ultimate assignment decision is up to the discretion of the DCE based on the availability of specialty rotations.

b. Attendance at SCPEs

Attendance at clinical rotations and Clinical Assessment days are mandatory. Students are expected to follow their preceptor's schedule. This may include weekends, evenings, overnights, holidays, and on-call time. The work schedule will include an expected minimum of 32-40 hours per week.

If the student is going to be absent due to illness or emergency, he or she must notify the PAS office (ext. 6377), their preceptor, and the Director of Clinical Education (DCE) via email. Only under certain circumstances will there be excused absences from clinical rotations and these must be approved in advance by the DCE. Missed days from a clinical rotation may need to be repeated at the discretion of the DCE. Unapproved absences are grounds for dismissal from the PAS program.

c. Communication

Email is the preferred method of communication between DU PAS Program and students. This is crucial during the clinical experiences when students are no longer on campus. Students are expected to check email on a daily basis (M-F) and respond in a timely manner to all communication from DU PAS faculty and staff.

Clinical faculty and staff will be available to answer questions and solve problems during reasonable business hours by email. In cases of true emergencies, faculty will get back to you as soon as possible. Students must keep contact information (including an emergency contact, current cell phone number, and current address) updated with the PAS Program and Director of Clinical Education.

d. Return to Campus Days (RTC)

Students are required to return to Dominican University campus on the last Friday of each month during their clinical year (Feb thru Nov). Students are expected to be on campus all day, and attendance is mandatory. Return to Campus Days will include:

- End of Rotation (EOR) Exams: Following each "core rotation each student will be given a comprehensive EOR exam based on the learning topics for that rotation. Following "selective" and "elective" rotations, each student will be given an exam consisting of PANCE-style questions to prepare the student for success on the PANCE following graduation.
- Objective Structured Clinical Examination (OSCE): On select return to campus (RTC) days, students will complete practical OSCE experiences. Complete detail and scheduling will be discussed in the final Clinical Year Handbook.

- Other activities may include case presentations, lectures, meetings with faculty advisors, and use of simulation lab.

e. Identification and Dress Code – Clinical Year

Each PAS student must be readily identifiable at all times at SCPE sites:

- The Dominican University (DU) PAS program approved nametag and white coat emblem must be worn at all times at the SCPE sites and during patient encounters elsewhere. It must be worn with the badge and student name clearly visible.
- When introducing oneself to another health care worker or a patient, the PAS student must clearly state that they are a 'Physician Assistant Student'.
- A student may not wear the DU PAS nametag in a setting (ie. outside employment) that is not directly related to their studies with DU PAS program or SCPE sites.
- Professional Attire – Professional attire is mandatory for DU PAS program students in any setting where they will have contact with patients (simulated or encountered in the clinical setting).
- Professional dress includes a clean pressed short white lab coat and the DU PAS program nametag and emblem clearly visible. In addition, Male students are to wear dress slacks, long sleeved, pressed dress shirt and dress shoes with dress socks. Female students (in addition to lab coat requirement) will wear a dress of appropriate length or slack/skirt and blouse and dress shoes (no open-toe shoes).
- All students must conceal any visible tattoos. Jewelry should be minimal and earrings are limited to 2 earrings/ear. Facial or visible body jewelry are not permitted in classroom or clinical settings. Students should have short, clean nails (no artificial nails of any kind) and have clean neat hair. Male beards should be short and neat.
- Student use of perfume, or other potent fragrances (aftershave), is not permitted in PAS classroom settings, during clinical rotations or any setting where patients are encountered.
- The dress code of the specific clinical site will supersede the above.

f. Clinical Rotation Assessment

It is the student's responsibility to study material as it pertains to the clinical rotation.

Syllabi for each rotation include specific rotation objectives including the blueprint topics.

For each rotation during the clinical year assessment will include the following:

- Clinical Site Log (10%)
- Student Performance Evaluation (25%): will be completed by preceptor.
- End of Rotation Examination (EOR) (50%): must achieve at least a 70% on exams. Remediation of failed exams will be discussed in the Clinical Year handbook.

- Additional Return to Campus (RTC) Activities (15%): may include OSCEs or Case Presentations.

g. Exxat

Timely and accurate documentation of all patient encounters is expected. Specific details will be outlined in the Clinical Year Handbook. Dominican University's Academic Honesty Policies apply to clinical year logging. Lack of exposure will not be held against the student or lower his or her grade. The DCE reserves the right to remedy any gaps in clinical exposure with simulated experiences (online, simulation lab, standardized patients, etc.).

h. Inclement Weather

Students should make every effort possible to be present for clinical rotations, although should not put themselves in unsafe situations. If the university is closed due to inclement weather the student will not be responsible to report to clinical site. It is the student's responsibility to notify the preceptor they will not be in clinic. If the clinical site is closed for inclement weather the DCE and PAS program must be notified. In this case, the DCE may assign a supplemental activity that the student can complete from home to make up for the missed SCPE day. See the didactic year inclement weather policy for information regarding the DU campus closure notification system which all students are expected to sign up for.

i. Postponement or Interruption of SCPEs

A student may request postponement or interruption of their SCPE schedule due to a serious personal situation. Written requests must be made to the Program Director and DCE as soon as possible. If the student request is granted, the student should be aware that interrupted and postponed SCPEs will delay the student's program completion date. The program may not be able to find a suitable preceptor in the area SCPEs not yet completed in time to meet the student's expected program completion date.

j. Summative Evaluation

Dominican University PAS program conducts a summative evaluation of all PAS students within the last four months of the program. Successful completion of all four elements of the summative evaluation are required to progress to graduation.

The summative evaluation covers both the didactic and clinical components of the PAS program curriculum and measures whether the PAS student has achieved the necessary knowledge, interpersonal skills, patient care skills and professionalism to enter clinical practice.

- The four elements of the summative evaluation are:
 - 1) Medical knowledge
 - 2) Interpersonal and communication skills
 - 3) Patient Care Skills
 - 4) Professionalism
- The mechanism to test **medical knowledge** will be a written exam which will be developed in a collaborative effort by members of the curriculum committee with input from the Program Director, Medical Director(s), Directors of Clinical Education, and adjunct faculty as needed.
 - The exam will be multiple choice covering both didactic and clinical material
 - The exam will be administered to all students within the last four months of the clinical year
 - A grade of 70% is required to pass the exam.
 - If a student does not pass the exam, they may retake the exam once. If not passed this second time, the student is referred to the Student Progress Committee.
- The mechanism to test **Interpersonal and Communication Skills** will be through an objective structured clinical examination (OSCE).
 - The grade for the OSCE will be a combination of percentage grades assigned by the OSCE standardized patient and PAS Faculty.
 - The 'patient' and the PAS Faculty will assign the grade based on observations of the student's interactions with the 'patient' and the student's interactions with other 'health care providers'.
 - A grade of 70% is required to pass this section of the evaluation.
 - If a student does not pass this section, they may retake the OSCE for this section once. If not passed this second time, the student is referred to the Student Progress Committee.

- The mechanism to test **Patient Care Skills** will be through an objective structured clinical examination (OSCE):
 - The grade for this section will be a percentage grade derived from the standardized patient checklist and the PAS Faculty as an assessment of the student's ability to perform a physical exam and elicit an appropriate medical history.
 - A SOAP note will be developed by the student and this note detailing their findings and plan of medical care will be evaluated by an assigned faculty member.
 - A percentage grade for the SOAP note will be given by the assigned faculty member. The mean of these three percentage scores (from Standardized Patient Checklist, PAS Faculty and SOAP note evaluator) will represent the student's grade for this section of the evaluation.
 - A grade of 70% is required to pass this section of the evaluation.
 - If a student does not pass this section, they may retake the SOAP note and OSCE for this section once. If not passed this second time, the student will be referred to the Student Progress Committee.
- The mechanism to test **Professionalism** is twofold.
 - 1) The standardization patient and the PAS Faculty from the OSCE will assess the student a percentage grade for professionalism. This is an objective grade based on the student's interactions with the patient and the student's interaction with other members of the health care team during the OSCE. These two percentage grades will be averaged.
 - 2) The student's advisor/program assigned mentor will fill out the Professionalism Evaluation form in collaboration with the Program Director.
 - The score derived from the Professionalism Evaluation form will be averaged with the professionalism OSCE score to produce the student's Professionalism grade.
 - A grade of 70% is required to pass this section of the evaluation.
 - If a student does not pass the professionalism section of the exam, they may retake it once. If not passed the second time the student is referred to the Student Progress Committee.

All four highlighted elements of the Summative Evaluation must be completed with a grade of 70% or better in order to progress to graduation.

22. Master's Capstone Project

Completion of the year-long **Evidence-Based Medicine II learning project/paper (PAS 665)**:

- Each student works throughout the clinical year with an assigned faculty advisor on a project/paper which is due for grading on October 31st of the clinical year.
- The subject of the project/paper will vary among students.
- A grade of 70% is required to pass this component of the Summative evaluation.
- Formal presentation of the student's work to the PAS cohort and Dominican University community will be done during PAS 660 – Senior Seminar.

23. Student Health and Program Specific Policies

a. Immunization and Student Health Policy

- All PAS program students are required to maintain health insurance, at their own expense, for the duration of the 24-month program.
- Proof of insurance must be on file with the Wellness Center.
- PAS students are required to adhere to the CDC immunization guidelines for health care personnel.
- TB testing – students must have baseline screening for TB with either a TB skin test (2-part) or QuantiFERON-TB Gold testing. Testing must have been done within one year of beginning the PAS program and again before beginning clinical rotations. Proof of testing must be on file with Wellness Center. Records from family physician accepted.
- PAS students must be current with the following by the first day of class:
 - Hepatitis B – titer (antigen and antibody) demonstrating immunity done within the past 5 years
 - MMR – titer demonstrating immunity done within the past 5 years
 - Varicella – titer demonstrating immunity done within the past 5 years
 - Diphtheria/Tetanus/Pertussis – Documentation of the completed primary series of immunizations to include boosters every 10 years.
 - If the student has not received Tdap previously, they must get a one-time dose of Tdap prior to the first day of class.
 - Influenza – Flu vaccine will be required of all students annually.
- Proof of immunity by titer level must be on file in the Wellness Center. Records with lab results from family physician accepted.
- TB testing, titer level testing and subsequent needed immunizations are the financial responsibility of each student during their enrollment in the PAS program.

- PAS students are required to have a Physical Examination within one year prior to matriculation. The Physical Form will be provided electronically to all admitted PAS students. Forms from family physician are accepted if they cover the same information solicited by the PAS Physical Form. The Physical Form must be turned in to the Wellness Center before the first day of class. Record of TB testing and results, titer level testing with results and immunization records are kept on file by the Wellness Center.
- PAS Program Director, Medical Director, faculty and/or staff **will not** (except in case of emergency) provide medical treatment to Physician Assistant students.
- The PAS program office staff and/or faculty **will not** keep or have access to student health records.

b. Infectious and Environmental Hazard Policy

- The PAS program will address Universal Precautions and action required of students in the event of exposure to infectious or environmental hazards. This will be accomplished throughout the Curriculum and will be covered in depth during PAS 600 Bridge Course which prepares students to enter the clinical setting.
- In the event that a student has an exposure to an infectious agent or an environmental hazard:
 - Flush the area with copious amounts of water; wash the exposed site with soap and water as appropriate.
 - If the exposure occurs on campus (i.e. lab setting), notify supervising faculty immediately and call the Wellness Center (708-524-6229) as soon as possible and seek further direction.
 - If the exposure occurs on campus after hours, follow Wellness Center directions for after-hour care needs.
 - If the exposure occurs at a clinical site (SCPE), notify preceptor immediately and follow their direction for seeking care – the office to contact will vary by site, but is usually Infection Control, Employee/Occupational Health or the Emergency Department.
 - Complete in detail an Incident Report at the site where the exposure occurred. If a form is not available for an Incident Report – write a Memorandum for the Record with the facts of what happened and any action you have taken.
 - Notify the PAS Program Director.
 - Notify Wellness Center so student's medical record can be updated as appropriate.
 - Be aware that the financial costs incurred in the case of an infectious or environmental hazard injury may fall entirely on the student and/or the student's health insurance.

c. Wellness Center/Mental Health

A comprehensive view of the services provided by the Dominican University Wellness Center can be obtained at the Wellness Center website at:

<http://www.dom.edu/studentlife/wellness>

Below are listed important highlights:

Location, Hours & Fees

- The Wellness Center is located (downstairs) on the lower level of Coughlin Hall, between the fitness center and the Student Involvement Center. There is an elevator near the entrance; please call security or the Wellness Center (708-524-6229) to access that elevator.

Hours

- Monday-Friday
- 9 a.m. to 5 p.m. (closed noon to 1 p.m. for lunch)
- Alternate appointment times including evening appointments may be available by prior appointment.
- Same day appointments are usually available and staff will work with your schedule as much as possible. While appointments are not required and you will never be turned away from the Wellness Center in an emergency, we request that you call for an appointment to ensure your comfort, ease and the efficiency in caring for all students requiring care. To make an appointment, call Minerva Bonadonna, ext. 6229 (708-524-6229).
- **After Hours Care:** Prevention is the best medicine, so students are encouraged to seek help at the first sign of a problem. Students are never turned away from the Wellness Center. Students requiring care when the Wellness Center is closed should contact our collaborating physician, James Baraglia, MD. Call (708) 456-6611 and ask to page the on-call physician. When the physician returns your call, identify yourself as a Dominican University student.
- Other urgent care options are also available. Dominican University partners with Rush Oak Park Hospital located at Madison St. and Harlem in Oak Park. If you visit the Emergency Room, you must identify yourself as a Dominican student and register Dr. James Baraglia as your doctor.
- Students may also visit the Take Care Clinic located inside Walgreens, at Lake St. and Harlem Avenue in River Forest.

Fees

Counseling Services (Counseling, Psychotherapy, Assessment, Referral)	No Charge
Sick Visit	No Charge
School/Sport Physical/Exam	\$25
Comprehensive Travel Health Exam	\$25
General Health Exam	\$65 + depending on lab tests
Gynecological Exam	\$65-120 depending on lab tests (Lab tests are kept at a minimal fee)
Veneral Disease (STD) Screening	\$55 +
Immunizations	Contact the Wellness Center for current pricing information
We can test in the office for Mono, Flu, Strep Throat, and Pregnancy	Price for tests range from \$5-30
Over the counter medicine, ice packs	\$5
All prices are subject to change. All visits to the Wellness Center, whether for sickness or counseling are free of charge. If additional testing, lab work, immunizations or procedures are required, students may be charged a small fee to cover those costs, these will be charged to the student's account	

Basic Services

Health clinic services include but are not limited to:

- Immunizations and immunization titers
- Assessment of health concerns, patient education and wellness support
- Diagnosis and treatment of coughs, sore throats, colds and flu, injuries
- Chronic disease management - e.g. asthma, diabetes
- Supportive and preventive health education
- Screening for mononucleosis, strep, STDs, anxiety and depression, addictions and other health concerns
- Travel exams and immunizations
- Reproductive health care, education, support and exams
- Referrals to a community-wide network of professional health services
- Preventive medicine
- Treatment and medication management for students with ongoing conditions
- Physical exams

Counseling Services

Counseling Services are an important component of creating a healthy, well campus for

students. The Wellness Center offers individual counseling services to help students succeed in and enjoy their Dominican University experience! The counseling staff is part of an interdisciplinary team of licensed health professionals and graduate interns who work together to support optimal health and well-being.

Counseling Services include:

- Assessment
- Stress management from basic support to intensive intervention
- Supportive and preventive counseling to help students avoid serious mental health problems
- Screening for anxiety and depression, addiction problems and other mental health concerns
- Counseling and psychotherapy to treat students with more serious needs
- Support for establishing healthy relationships and self esteem
- Support groups and workshops
- Referrals to a community-wide network of professional support and mental health services
- Psycho-educational support
- Whole health care: body, mind and spirit
- Medication management with consulting psychiatrists and specialized nurse practitioners

There is no fee for counseling services for Dominican University students. Call before you are overwhelmed.

Call the Wellness Center at 708-524-6229 to request an appointment or return a call from a staff member.

The counseling staff reminds students and any individual sending emails, that email communication is not secure, thus confidentiality cannot be guaranteed. Discretion is advised and recommended when sending sensitive information.

Confidentiality at the Wellness Center: Your Privacy is Valued

All Wellness Center health records are confidential and maintained separately from other university records. They are not a part of permanent student records.

Administrators, professors, residence hall staff, parents, friends and roommates cannot obtain information about a student or a student's counseling or health record except in the case of an emergency determined to threaten harm to the student client or others.

Students who choose to verify to others on campus that they have seen a caregiver at the Wellness Center are encouraged to request a “walkout receipt”. Students who request Wellness Center staff to speak with anyone regarding their care are required to provide a written release of information that includes a witness signature.

To provide students with the highest quality, comprehensive care, the Wellness Center staff consults with each other and maintains consultative relationships with external service providers such as consulting physicians and psychiatrists who are required to maintain the same standard for confidentiality.

Wellness Center providers often advise others in the university community about managing relationships with students in general but will never disclose information about a student without written permission except in an emergency.

Wellness Room

Located within the Wellness Center is a new Wellness Room. The Wellness Room is a beautiful, quiet place for comfort and healing, stress relief, private relaxation, meditation, self-care and alternative wellness support. The Wellness Room features a light therapy box for students experiencing seasonal affective disorder (winter blues); relaxation music; and a comfortable, quiet, calm space for solitary healing or reflection.

Call (708) 524-6229 to reserve time in the Wellness Room.

24. Various Physician Assistant Program Specific Policies

a. Tuition Rate/Estimated Cost of Attendance

The current tuition rate is \$890/credit hour. Students are also assessed a \$150/term technology fee and an \$18/class student fee. The estimated cost of attendance numbers below are based on a student who is living off campus. Living Expenses include allocations for housing, food, transportation and other miscellaneous expenses. This amount is provided by the College Board, a national recognized organization which monitors living expense costs across the country and provides region specific information for schools to use when developing a cost of attendance.

<u>Estimated Spring 2019 Cost of Attendance</u>	Based on 18 credit hours
Tuition	\$16,020 (\$890 per credit hour)
Technology Fee	\$150
Student Fee	\$85
Lab Fee	\$167
Unsubsidized Loan Fee	\$219
Books & Supplies	\$2,500
Living Expenses	\$9,646
*Estimated Total Cost of Attendance	\$28,787

Students are eligible for up to \$8,287 in Federal Direct Graduate PLUS Loan funds for Spring 2019 in addition to the \$20,500 in a Stafford Unsubsidized Loan

<u>2019-20 Estimated Cost of Attendance (Summer, Fall, Spring)</u>	Based on 56 credit hours
Tuition	\$49,840 (\$890/ credit hour)
Technology Fee	\$450
Student Fee	\$255
Lab Fee	\$500
Unsubsidized Loan Fee	\$219
Books & Supplies	\$300
Living Expenses	\$30,654
*Estimated Total Cost of Attendance:	\$82,218

Students are eligible for up to \$61,718 in Federal Direct Graduate PLUS Loan funds in addition to the \$20,500 in a Stafford Unsubsidized Loan

<u>2020 Estimated Cost of Attendance (Summer, Fall)</u>	Based on 32 credit hours
Tuition	\$28,480 (\$890/credit hour)
Technology Fee	\$300
Student Fee	\$170
Lab Fee	\$334
Unsubsidized Loan Fee	\$219
Books & Supplies	\$300
Living Expenses	\$20,436
*Estimated Total Cost of Attendance	\$50,239

Students are eligible for up to \$29,739 in Federal Direct Graduate PLUS Loan funds in addition to the \$20,500 in a Stafford Unsubsidized Loan

b. Graduation Requirements Policy

- PAS students will demonstrate they have met all PAS program learning outcomes
- Have successfully completed all PAS course work
- Have achieved a minimum overall 3.0 GPA
- Have successfully passed all components of the summative evaluation
- Are in good professional standing
- Have no outstanding financial obligations (including to the Library) with Dominican University
- Have completed a graduation application with the Office of the Registrar, and have paid their graduation fee
- All PAS coursework must be completed within five years of matriculation

c. Refund Policy

The Physician Assistant Studies program will follow the Dominican University Refund policy and procedure guidelines;

Withdrawal from the program during the:

- 1st week – 100% refund of tuition
- 2nd week – 80% refund of tuition
- 3rd week - 60% refund of tuition
- 4th week - 40% refund of tuition
- 5th week - 20% refund of tuition

After the 5th week – no tuition will be refunded

Program fees will not be refunded.

In order to receive a tuition refund, withdrawal from the Physician Assistant Studies program must be done officially by informing the Program Director in writing of the intent to withdraw.

For additional information please see Dominican University Refund and Requirements for Withdrawal policies at www.dom.edu/about/consumer_information

25. Dominican University Resources

a. Campus Resources

Academic Enrichment Center

Parmer Hall, Room 010

The Academic Enrichment Center strives to enhance the quality of formal, informal and experiential learning for all Dominican students (both undergraduate and graduate). Through continuing programs and emerging initiatives, the center provides students with a supportive learning commons where they can step beyond the comfortable routines of the classroom and pursue a more dynamic and intentional role in shaping themselves. A newly reconfigured and growing center, the AEC consists of four units, each intended to encourage students to cultivate intellectual independence, imagine what sort of moral, professional, and publically engaged people they wish to become, and pursue experiences that will help them make that possible.

Bookstore

Power Hall (Behind Student Lounge)

In addition to textbooks, Stepan Bookstore carries a variety of popular fiction & nonfiction, religious & reference materials, and books by Dominican's own faculty authors. The Bookstore also offers Dominican clothing & gifts, school supplies, computer supplies & other electronics, magazines, candy and snacks, health and hygiene items, postage stamps, greeting cards and restaurant and retail gift cards.

Campus Dining Services

Welcome to first-class cooking and first-class service in the dining service program. There are two dining destinations across campus: Main Campus Dining Hall and the Cyber Café. Students, faculty, staff and guests will experience the Pulse on Dining program based on the "Eat, Learn, Live" philosophy. The dining program will focus on quality, freshness, hospitality, healthy dining alternatives and diverse menu options and delivery platforms.

Campus Safety & Security

Parking Garage, 105

Dominican University is committed to promoting a safe, secure and value-centered educational environment that is conducive to academic and personal development. We achieve this goal through the effective combination of security policies, educational

programs, and the timely reporting and communication of campus crime statistics. Safety and security is a shared responsibility of the entire university community. Security's duties include opening and closing buildings, inspecting buildings and grounds for safety hazards and enforcing the Dominican

University parking policy. The staff is trained to assist emergency personnel including police, fire and paramedics in emergency situations. In addition, campus security works closely with the residence life staff in support of the residence halls. The security staff is on duty 24 hours a day, 365 days a year. For non-emergency assistance, call the security dispatcher at **extension 5999** from any on-campus phone.

Financial Aid Office

Lewis Hall, Room 120

Dominican's financial aid program provides assistance to students whose family resources cannot meet the cost of education. Eligibility for financial aid must be established each year by submitting the Free Application for Federal Student Aid (FAFSA).

Students who have questions or concerns about financial aid are encouraged to contact this office. Detailed information is available at www.dom.edu/aidonline.

Help Desk (Information Technology Center)

IT Helpdesk

Phone: (708) 524-6888 (Voicemail 24 hours a day with a contact number for system-wide emergencies)

Fax: (708) 488-5111

Email: helpme@dom.edu

Helpdesk Location: Lewis Hall, Lower Level Room 050

Helpdesk Office Hours:

Monday through Thursday, 8:00 a.m. to 7:00 p.m.

Friday, 8:00 a.m. to 5:00 p.m.

Saturday, 8:00 a.m. to 12:00 p.m.

The Information Technology Department (IT) is responsible for creating and maintaining a technology environment that supports Dominican University's strategic direction. Our goal is to provide a high-quality infrastructure, along with superior support services to enable our user community to utilize technologies for enhanced teaching, learning and administration. IT provides a wide array of services to the university community ranging from email, to telephone and data networks, cable television on campus, security, support

of administrative systems such as registration and financial aid, and software training workshops.

IT Webpage and policies: <http://duit.dom.edu>

Language Learning Center

Lewis Hall, Room 130

The facilities of the center serve classes as well as individuals doing language-related activities as assigned. Students are able to work in an atmosphere conducive to language study and take advantage of access to print and multimedia resources specific to the different languages taught at Dominican. This is a computer-based facility and each of the 21 workstations has both an independent-use computer and connections, via a special headset and microphone, to the LLC server, which has many language programs available to students and classes. Freestanding multi-standard video players are available for individual use; both multi-standard videos and DVDs may be used from the console for class, small groups and occasionally, individuals. A chart outside the room gives the hours that students may drop in to do individual work.

Rebecca Crown Library

If you have any questions regarding the library, hours or services in general, please check the website at www.dom.edu/library or call the library at (708) 524-6875. Reference services are available until 9:00 p.m. Sunday through Thursday and 5:00 p.m. on Friday and Saturday. For specific questions regarding circulation policies, checkout privileges, loans periods, search requests and recalls, please call the circulation desk 708-524-6876. You may also contact Crown

Library reference services through email at reference@dom.edu, the *Ask a Librarian* chat reference service or *Text a Librarian* at (708) 689-9524. Librarians welcome the opportunity for scheduling one-on-one consultations to help with your research needs. The lower level of the Rebecca Crown Library houses the media center, an information desk, the Cyber Café, and the reference, newspaper and journal collections of the library. The first floor of the library contains the circulating collection, popular reading collection, librarian offices, library administration, the circulation and reference desk and a library instruction / computer training room. The second floor contains the circulating collection, government documents, the juvenile collection, archives and special collections (in the Lewis Link), four group-study rooms, and the Butler Center Children's Literature Center. The Noonan Reading Room, (Lewis Hall 2nd floor) and all of Crown Library 2nd floor are designated quiet study. The third floor of the library houses five enhanced classrooms,

GSLIS faculty offices, a student lounge area, computers, and the Graduate School of Library and Information Sciences offices. Enrolled students are given 1,000 print quotas per semester. Photocopiers are available for student use for 10 cents per page, or students may scan and email documents on any networked printer.

The library also offers classroom instruction services and one-on-one consulting. The library staff and faculty look forward to meeting new students and helping them become familiar with library resources and services.

Mission & Ministry

Rooted in the Catholic Dominican traditions and committed to promoting the mission of Dominican University, Mission and Ministry seeks to foster a relationship-centered community of faith marked by prayer, contemplative study, pastoral concern and commitment to justice.

Student Computer Labs

Lab assistants that monitor lab space can assist with basic network services or printing problems. There is a Computer Science tutoring program, managed by the Academic Enrichment Center. During the fall and spring semesters, their tutors work out of the Technology Center in Lewis. Printing is managed on a quota basis, to prevent waste. Students can print to the network, and release their jobs from lab printers.

Technology Center

Located in Lower Level of Lewis

There are 48 computers located in the Technology Center. Scanner and printer capabilities are available in the lab. The Technology Center does have color and black and white print release stations.

Semester hours: *The Technology Center is open 24x7 however; building hours are still followed for external building entry. Lewis building hours, typically open every day 7:00 am through 11:00 pm.*

Hours will be posted at the lab and IT website. Any updated Holiday hours and final exam hours will also be posted as necessary.

Priory Computer Labs

Priory Campus

There are 12 computers located in room 255 of the Priory Lab. The lab has a high-speed black and white printer. This lab's hours coincide with the Technology Center hours. Additionally open lab computers with PCs, Macs, and printing capabilities are available on the 2nd floor in the Priory.

Semester hours: *The Priory Lab follows Priory building hours, typically open every day 7:00 am through 11:00 pm. Hours will be posted at the lab and IT website. Any updated Holiday hours and final exam hours will also be posted as necessary.*

Wellness Center (*See Student Health pg 41-44*)

26. Physician Assistant Related Links

American Academy of Physician Assistants (AAPA)

- Found at: <https://www.aapa.org/>

Student Academy of the American Academy of Physician Assistants

- Found at: <https://www.aapa.org/saaapa/>

Physician Assistant Education Association (PAEA)

- Found at: <http://www.paeaonline.org/>

National Commission on Certification of Physician Assistants (NCCPA)

- Found at: <http://www.nccpa.net/>

Illinois Academy of PAs

- Found at: <https://www.illinoispa.org/>

27. PAS Student Didactic Handbook Acknowledgement Form

I, _____ have read, understand and agree to comply with the information and policies presented in the Dominican University Physician Assistant Studies (PAS) Student Handbook.

I further understand that policies may change/be updated when necessary. I understand that I will be alerted via an email when changes/updates have been made and that I can view these changes/updates on the electronic copy of the handbook on Canvas at any time. The hardcopy of the handbook is reviewed, updated, and approved once a year in December. It is printed in December for distribution to the new incoming class matriculating each January.

Student Name [Print]

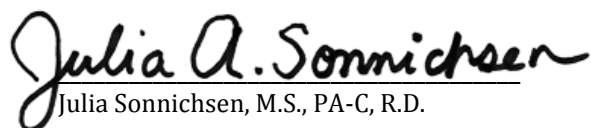
Signature

Date

Emergency Contact #1 Name: _____
Emergency Contact #1 Relation: _____
Emergency Contact #1 Phone: _____
Emergency Contact #1 Email: _____

Emergency Contact #2 Name: _____
Emergency Contact #2 Relation: _____
Emergency Contact #2 Phone: _____
Emergency Contact #2 Email: _____

This Physician Assistant Studies 2019 Didactic Year Student Handbook has been reviewed and approved by the Principal Faculty Committee on 12/21/18 with final review and approval conducted by the Program Director on 12/21/18.


Julia Sonnichsen, M.S., PA-C, R.D.

Our Mission

As a Sinsinawa Dominican-sponsored institution, Dominican University prepares students to pursue truth, to give compassionate service and to participate in the creation of a more just and humane world.



DOMINICAN UNIVERSITY